



Greensboro BetterBuildings Program

EARLY ADOPTER POLICY

3-1-11

1. INTENT

- a. The Greensboro BetterBuildings Program Early Adopter Policy provides residential and non-residential property owners with an immediate opportunity to undertake energy efficiency assessments and upgrades to existing buildings and receive financial and technical assistance from the City. Early Adopters also agree to allow use of basic information about their energy efficiency project in the City's promotion of the BetterBuildings Program to other potential applicants.

2. TIMEFRAME

- a. The Early Adopter Policy is effective as of March 1, 2011 through June 30, 2011. All owner applications submitted by June 30, 2011 will be considered under the provisions of this Policy. However, owners must choose between the Early Adopter Policy incentives or other energy efficiency incentives provided by the City and cannot combine Early Adopter Policy incentives with other incentives provided by the City as additional incentives are made available.

3. ELIGIBILITY

- a. Eligible buildings include any building (excluding those building types listed in 3.c.) within the corporate limits of the City of Greensboro and placed in service prior to January 1, 2010. Placed in service shall mean that a Certificate of Occupancy was issued by the City.
- b. Eligible building types include single family residential, multi-family residential, retail, industrial, and institutional structures.
- c. Due to the source of funding being American Recovery and Reinvestment Act (ARRA) funds, the following building types are ineligible for participation:
 - i. Casinos or other gambling establishments
 - ii. Aquariums
 - iii. Zoos
 - iv. Golf Courses
 - v. Swimming Pools
- d. Eligible energy efficiency projects must not have been started prior to January 1, 2011.

- e. Only one energy efficiency (EE) assessment and upgrade rebate is available per building.

4. ENERGY EFFICIENCY ASSESSMENT INCENTIVES

- a. The Early Adopter Policy provides assistance to property owners for the completion of a whole building comprehensive energy efficiency assessment (EE assessment). The EE assessment will include analysis of current energy usage, inspection of all building components, diagnostic energy and safety testing, identification of opportunities to undertake energy efficiency improvements, and estimated costs and energy saving levels for Basic, Intermediate and Whole Building upgrade levels.
- b. The EE assessment must be completed by a contractor or assessor having a Building Performance Institute (BPI) or Residential Energy Services Network (RESNET) certification to conduct energy assessments, or be a NC licensed P.E. or Architect with specific training and certification in energy efficiency assessment or building commissioning by ASHRAE, Association of Energy Engineers, Building Commissioning Association or another certifying body.
- c. Property owners must initiate the EE assessment with a properly certified contractor or assessor. Following completion of the EE assessment, the property owner will submit a copy of the EE assessment to the City along with a copy of the billing statement from the assessor. Upon acceptance of the EE assessment as meeting the requirements of comprehensive EE assessment, the City will process a rebate payment to the property owner equal to fifty percent (50%) of the EE assessment cost up to the Assessment Rebate Maximums according to the schedule in **Attachment A**. City payments will be made within 21 days of submittal of a completed application.
- d. The EE assessment should identify all recommended energy efficiency upgrades that the property owner can make to reduce energy usage and improve comfort and safety. Every effort should be made to identify annual kWh and BTU usage savings of at least 15% compared to current usage as documented by the owner's utility billings. This is a minimum threshold for the BetterBuildings program.
- e. Property owners that proceed with energy efficiency upgrades following the recommendations of the EE assessment and other program requirements and that achieve at least the 15% threshold energy usage savings will be eligible to apply to the City for rebate of the remaining 50% of their EE assessment cost, so that total rebates per building may be up to but not exceeding the Maximum 100% rebate amounts shown in **Attachment A**.

5. ENERGY EFFICIENCY UPGRADE INCENTIVES

- a. All applicants applying for an energy efficiency upgrade (EE upgrade) rebate must have completed a comprehensive EE assessment meeting program requirements for each building.

- b. EE upgrade rebates will be provided to projects determined by the assessor to meet at least a 15% annual kWh and BTU energy usage savings based on modeled or deemed savings estimates for the installed energy efficiency upgrades.
- c. Projects that achieve the 15% energy usage reduction are eligible for a rebate of 20% of the total cost of the EE upgrade work. Maximum rebate amounts are per the Upgrade Rebate Maximums schedule in **Attachment A**.
- d. The 20% rebate amount included in this Early Adopter Policy is available in addition to any other rebates available to the property owner through Federal and State energy efficiency incentive programs and utility company rebate programs. Further information about available rebates can be found at www.Dsireusa.org.
- e. All combustion safety and air ventilation upgrade items are required to be included in the project scope of work in order to receive rebate funding through this Policy.
- f. EE upgrades that are eligible for rebates through the Early Adopter Policy are included in **Attachment B**. Items must be called out in the EE assessment to be eligible for rebates. Items not included in **Attachment B** but called for in the EE assessment will require pre-approval by the City prior to completion to be included in the owner's rebate request. Items that are pre-requisite to completing the energy savings recommendations, such as minor roof repairs prior to adding additional roof insulation, but do not directly result in energy savings are eligible as long as they do not surpass 20% of the overall project cost.
- g. Renewable energy system installations, including PV, solar thermal and geo-thermal, are eligible for rebates only when all other priority energy efficiency upgrades called out in the EE assessment are included in the project. Pre-approval by the City is required prior to installation of renewable energy systems being requested for rebates.

6. OWNER APPLICATION REQUIREMENTS

- a. Property owners interested in requesting a rebate through the City's BetterBuildings Early Adopter Program must complete the Early Adopter Program application. A copy of the application is included as **Attachment C**.
- b. The property owner shall be as verified by the Guilford County Tax Department records.
- c. In the case of partnerships or corporations, applications are required to be signed by an authorized officer of the entity and contact information must be provided for all principal owners or members.
- d. As a part of the property owner application, owners authorize the City and its agents to obtain utility usage information from their utility providers for the purposes of tracking and reporting on energy usage and building performance.

7. CONTRACTOR REQUIREMENTS

- a. All contractors must be properly licensed for the type of work involved and must have a current privilege license for doing business in the City of Greensboro.
- b. Selection of contractors for the Early Adopter Program projects is the responsibility of the property owner. The City intends to have a list of pre-qualified contractors that owners may choose from. Until the City's list is available, owners will need to ensure that their contractor meets the requirements described in Section 7.d. below. The property owner is encouraged, but not required, to obtain competitive price proposals from several qualified contractors for the project.
- c. Property owners may chose to engage the same contractor to undertake the EE assessment and EE upgrade work if the contractor holds the required certifications to undertake both items.
- d. Prime contractors performing EE upgrades on residential properties must have at least one principal worker assigned to the project holding a BPI Building Analyst and/or HERS rater with combustion safety module certification. Contractors who do not have certified staff meeting the above requirement must contract with another firm to provide the required certified staff for the project.
- e. Prime contractors performing EE upgrades on non-residential projects must be properly certified and licensed to perform the planned work, including advanced certifications for energy performance test-in and test-out procedures.
- f. Contractors must also participate in any required contractor training sessions scheduled by the City for the purpose of reviewing program requirements, protocols, and reporting.
- g. Contractors found to be undertaking deficient work or otherwise not representing the high standards required by the program will be removed from the pre-qualified Contractors List at the discretion of the City.

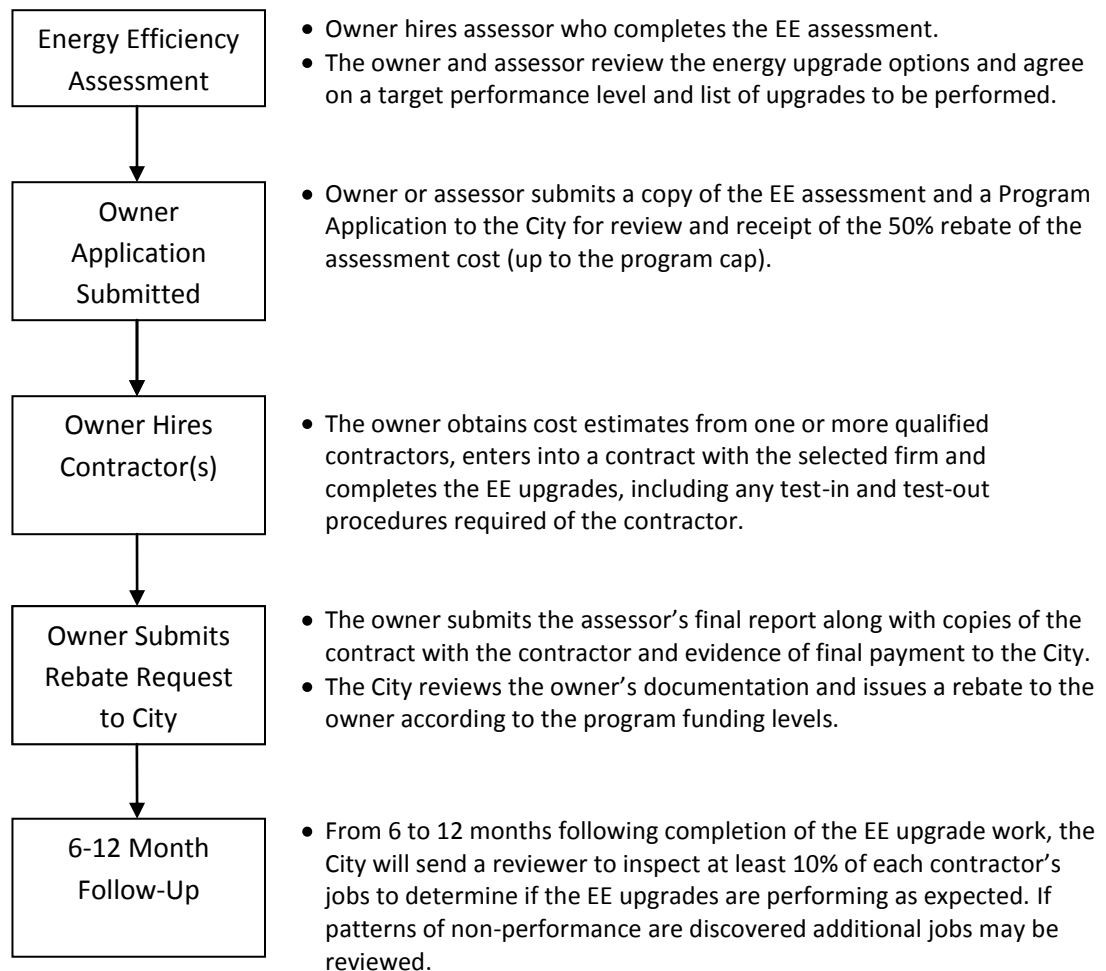
8. CONTRACTOR APPLICATIONS and MINIMUM STANDARDS

- a. Contractors desiring to be placed on the City's pre-qualified Contractor's List for this program must complete a Contractor Application, a copy of which is included as **Attachment D**.
- b. All contractors participating in the BetterBuildings Program, whether on the City's pre-qualified list or not, should meet the following minimum standards:
 - i. Hold a City of Greensboro privilege license
 - ii. Minimum 3 years in business for the company or comparable individual staff experience doing energy efficiency upgrades with a history of financial stability
 - iii. Satisfactory company and personal credit histories
 - iv. Satisfactory customer and trade references

- v. BPI Building Analyst and/or HERS rater with combustion safety module completion or contract relationship with another firm with those qualifications.
- vi. Minimum \$1,000,000 general liability and workers compensation and minimum \$300,000 bodily injury and property damage liability insurance coverage with Certificate of Insurance listing City of Greensboro.
- vii. Overall reputation for high level of services and workmanship

9. WORK FLOW PROCESS

- a. Submittal of the EE assessment along with a Program Application starts the process for receiving assessment and upgrade rebates from the City. The typical process includes the following steps:



10. PAYMENT PROCESS

- a. For the Early Adopter Policy program, the City expects to make a maximum of 2 payments to the property owner, including the initial 50% rebate of the EE assessment cost, and the final payment for those projects that are completed according to the program requirements. The final payment will include any

remaining eligible EE assessment costs and the eligible rebate amount of the EE upgrade work.

- b. Final payment from the City is dependent on the City receiving all required documentation from the owner, EE assessor, and EE upgrade contractor. These submittals shall include:
 - i. Final certification signed by the property owner, contractor and assessor.
 - ii. Lien release form signed by the prime contractor.
 - iii. BetterBuildings reporting worksheet.
 - iv. Copy of the EE upgrades contract and evidence of payment to the contractor.
 - v. Copies of any other required documentation for other requirements as described in Section 12.

11. WARRANTIES

- a. EE upgrade contractors are required to warranty all work products and workmanship for a period of one year from final certification.
- b. All product warranties shall be provided to the owner at the time of signing of the final certification.
- c. The product manufacturer or contractor may cover problems that occur during the applicable warranty periods. It is the owner's responsibility to contact the contractor to pursue remedies of any problems.
- d. If the owner cannot reach an agreement with the contractor for a warranty issue, the owner shall provide the contractor with a written notice of the problem, the solution requested, and a reasonable deadline to remedy the problem. If the problem persists, the owner may contact the City's BetterBuildings office for further guidance.

12. OTHER PROGRAM REQUIREMENTS

- a. **Combustion Safety Testing**
 - i. In order to protect occupant safety at all times, a preliminary and post-installation safety inspection of all combustion appliances must be completed whenever changes to the building envelope and/or heating system are part of the work scope.
 - ii. Combustion safety test results must be acted on immediately according to current BPI standards for combustion safety test actions.
- b. **DOE reporting requirements**
 - i. Because the Dept of Energy considers the BetterBuildings Program as a demonstration pilot program, a high level of project information is required for each assessment and upgrade site. Downloadable software solutions are being prepared to assist assessors and contractors with this data collection and transfer process. Until these products are available, the City will work with other data systems already being used by assessors and contractors to ensure that the necessary information is

made available. **Attachment E** includes a summary of the currently required data elements.

c. **Other DOE requirements**

- i. **Buy American Provision** – The Buy American provision in the American Recovery and Reinvestment Act (ARRA) provides that iron, steel, and manufactured goods used for the construction, alteration, or repair of a public building or public work are produced in the United States. This provision only applies to public buildings receiving assistance through the BetterBuildings Program, so private property owners and contractors working on private properties through the program are not impacted.
- ii. **Davis Bacon Act (DBA)** - Section 1606 of the Recovery Act specifies that laborers and mechanics employed by contractors and subcontractors on construction projects funded directly by or assisted in whole or in part under the Recovery Act must be paid at least the wage rates prevailing in the locality in accordance with the DBA. For the BetterBuildings Program this requirement applies to corporations, partnerships and other business entities, but not to individuals. So buildings owned in an individual's name where the individual initiates the contract for energy efficiency work will not be subject to the provisions of DBA. For all other types of ownerships, the owner should consult with the City regarding applicable DBA requirements.
- iii. **NEPA/SHPO certification** – The City is required to ensure that work done under the BetterBuildings Program will not adversely impact historic properties. The majority of upgrades undertaken through the BetterBuildings Program are not likely to cause an impact on the appearance of historic properties. However, property owners should be aware that upgrades that change the appearance of buildings generally older than 45 years may be subject to review, such as the location of HVAC and solar equipment and the installation of replacement windows and doors. The City will review owner applications and determine if additional follow-up is required.

For further information, contact:

Dan Curry, Manager of Community Sustainability
(336)373-2751 Dan.curry@greensboro-nc.gov

Attachment A

Tables for Calculating Rebate Amounts for Energy Efficiency Assessments and Upgrades

<i>Energy Efficiency Assessment Rebate Maximums</i>		
Type of Building	Maximum 50% Rebate Amt.	Maximum 100% Rebate Amt.
Single Family Residential ¹	\$150	\$300
Multi-Family Residential	\$150 for 1 st unit per building plus \$50 for each additional unit per building	\$300 for 1 st unit per building plus \$100 for each additional unit per building
Non-Residential	<5,000 ft ² - \$750 5,000-50,000 ft ² - \$3,750 >50,000 ft ² - \$5,000	<5,000 ft ² - \$1,500 5,000-50,000 ft ² - \$7,500 >50,000 ft ² - \$10,000

<i>Energy Efficiency Upgrade Rebate Maximums</i>	
Type of Building	Maximum Rebate Amt.
Single Family Residential ¹	\$4,000
Multi Family Residential ²	\$2,000 for 1 st unit per building plus \$1,000 for each additional unit per building
Non-Residential	<5,000 ft ² – the lesser of \$.50/ft ² or \$2,500 5,000 – 50,000 ft ² – the lesser of \$.50/ft ² or \$15,000 >50,000 ft ² – the lesser of \$.50/ft ² or \$40,000

¹ Includes owner-occupied townhouses and condominium units where the applicant is the individual unit owner.

² Multi-family housing units with agreements in place limiting occupancy for at least the next 5 years to households with median incomes below 80% of the area median income are eligible for an additional \$1,000 per unit upgrade rebate in addition to the rebate maximums shown above. All other program requirements must be met to receive this additional rebate amount.

Attachment B

Items Eligible for Greensboro BetterBuildings Program Incentives

<i>Eligible Energy Efficiency Upgrade Items</i>	
Type of Building	Eligible Items
SF and MF Residential	<p>Basic Level</p> <ul style="list-style-type: none"> • All required test-in and test-out procedures • Air & draft sealing • Ductwork sealing • Ductwork insulating • Attic, floor and wall insulation, including knee wall support • Weather-stripping • Water heater and water line insulation • Low flow faucet aerators • Re-lamping of fixtures with CFL or LED lamps • Retrofits required to meet ventilation and moisture management requirements • Outside ducted kitchen and bath exhaust fans that meet ASHRAE 62.2 standards for ventilation <p>Intermediate Level</p> <ul style="list-style-type: none"> • All Basic Level items listed above • Carbon monoxide (CO) and Radon detection equipment/tests • Attic radiant barriers • HVAC system tune-ups and re-commissioning • Replacement of non-Energy Star rated water heater with Energy Star rated model • Vapor barriers • Storm window and storm door repairs or installations • Window and door repairs <p>Whole Home Upgrades</p> <ul style="list-style-type: none"> • All Basic and Intermediate Level items listed above • Replacement of 10 SEER or less HVAC, heat pumps, or air conditioners with new systems • Replacement of windows and doors with Energy Star rated replacement units • New lighting fixtures required to utilize CFL or LED lamps • Non Energy Star appliance replacements with Energy Star rated appliances, including: <ul style="list-style-type: none"> ○ Dishwasher ○ Refrigerator ○ Freezer ○ Clothes Washer ○ Dehumidifiers ○ Window A/C units

	<ul style="list-style-type: none"> • Renewable energy system installations, including: <ul style="list-style-type: none"> ○ Photovoltaic (PV) systems integrated into the grid ○ Solar-assisted water heating ○ Geo-thermal water heating ○ See Note below concerning solar systems limitations
Non-Residential	<ul style="list-style-type: none"> • All of the items described above for residential uses • Boilers and cooling towers • HVAC and lighting controls • Re-commissioning of installed HVAC and lighting systems

Note: Renewable energy system installations, including PV, solar thermal and geo-thermal, are eligible for rebates only when all other priority energy efficiency upgrades called out in the EE assessment are included in the project. Pre-approval by the City is required prior to installation of renewable energy systems being requested for rebates.

Attachment C

Application Form for Early Adopter Program



CITY OF GREENSBORO
BETTER BUILDINGS
Early Adopter Application



APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		

ENERGY ASSESSOR INFORMATION			
Company Name	Address		
Federal Tax ID #	City	State	Zip
Phone	Fax	Email	

CONSTRUCTION CONTRACTOR INFORMATION			
Company Name	Address		
Federal Tax ID #	City	State	Zip
Phone	Fax	Email	

ALL REBATE REQUESTS REQUIRE THE FOLLOWING TO BE ATTACHED:	
<input type="checkbox"/>	Scope of Work from initial Home Energy Assessment
<input type="checkbox"/>	Invoice for the Home Energy Assessment
<input type="checkbox"/>	Invoice for improvements that were made which includes a breakdown of equipment, materials, and labor
<input type="checkbox"/>	The amount paid consistent with proof of purchase
<input type="checkbox"/>	Post-audit summary or proof of improvements made



CITY OF GREENSBORO
BETTER BUILDINGS
Early Adopter Application



Program Information and Utility Release

UTILITY INFORMATION		
Electrical Utility		Account #
Gas Utility		Account #
Other fuel supplier	<input type="checkbox"/> Oil <input type="checkbox"/> Propane	Account #

DATA AUTHORIZATION AND SIGNATURE	
<p>The Better Buildings program is a federally funded program to assist City of Greensboro residents in making energy efficiency improvements to their homes.</p> <p>For the program to be successful, access to the energy usage data where improvements are being made is important. The information gathered from the utility companies will be used to assess the effectiveness of improvements made to ensure that maximum energy efficiency is being achieved. The data will allow us to evaluate the measures that have been taken and</p> <p>As the account holder, I hereby authorize and give permission to the utilities and energy suppliers named above to release account and energy savings program information to the City of Greensboro or its agents, and the U.S. Department of Energy, for <u>confidential</u> use in connection with calculating energy savings estimates and evaluating the effectiveness of the program. This permission is given for 1) the monthly and total amount of household utility consumption and 2) the price charged for the household utility consumption. This authorization covers the period starting 24 months before the date below and 36 months after the date of authorization.</p> <p>I further agree to participate in quality assurance and evaluation activities. The purpose of which is to provide the program administrators an opportunity to ensure that the eligible measures are installed consistent with program standards and to assess energy savings and program effectiveness.</p> <p>This authorization may be revoked by written notice to City of Greensboro Better Buildings Program 300 West Washington Street, Greensboro, NC, 27402.</p> <p>We take the privacy and security of your information very seriously and will never sell or otherwise release personal information to outside parties.</p>	
Signature	Date

Attachment D

Contractor Application Forms

City of Greensboro

BETTERBUILDINGS PROGRAM CONTRACTOR APPLICATION

The undersigned contracting firm hereby applies to be placed on the "Pre-qualified Contractor's List" maintained by the BetterBuildings Program for the purpose of performing Energy Assessments or Energy related construction work. It is certified that the information given below is complete, factual, and no unfavorable information has been withheld.

Please attach the supporting information requested

LEGAL NAME OF BUSINESS: _____ **Tax ID** _____

TRADING AS OR DBA NAMES _____ **DUNS #** _____

PARENT COMPANY (if any) _____

PHYSICAL ADDRESS _____

MAILING ADDRESS _____

PHONE _____ **FAX** _____

PRIMARY EMAIL _____

WEBSITE _____

YEAR FOUNDED _____ **LEGAL FORM** ☐ Corporation ☐ Partnership ☐ Sole Proprietor

SERVICES PROVIDED (check all that apply) ☐ **RESIDENTIAL** ☐ **COMMERCIAL**

☐ Heating ☐ Cooling ☐ Air Sealing/Insulation ☐ Electrical/Lighting ☐ Plumbing ☐ Windows/Doors ☐ Siding/Roofing

☐ "Whole House" Home Performance Energy Remodeling ☐ General Remodeling

☐ Solar PV ☐ Solar Thermal ☐ Geothermal ☐ Oil ☐ Gas ☐ Propane ☐ Wood/Coal ☐ Sunrooms

☐ Other _____

☐ Energy Auditing (BPI/RESENT certified) HERS Rater Number _____

AVERAGE NUMBER OF ANNUAL INSTALLATIONS _____ **AVERAGE JOB SIZE \$** _____

ANNUAL SALES ☐ < \$500,000 ☐ \$500,000 to \$2,000,000 ☐ > \$2,000,000 **NET WORTH** ☐ < \$50,000 ☐ \$50,000 to \$250,000 ☐ > \$250,000

GEOGRAPHIC MARKETS SERVICED in NC _____

PRINCIPAL CONTACTS	Title	% Owned	SS Number- Required	E Mail
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TRADE ASSOCIATION MEMBERSHIPS

CERTIFICATIONS— Please attach all certification documentation

Names of Individuals Certified and certification and license or certificate number (attach copy of documentation)

☐ BPI _____

☐ RESNET _____

I certify that the above information is true and correct, and understand that the Better Buildings program will make reference inquiries and that it may order credit reports, and/or independent background investigations on the company and principals.

Authorized Signer (Signature) _____ Date _____

Print Name _____

Title _____

NAMES AND ADDRESSES AND YEARS OF CONSTRUCTION EXPERIENCE OF ALL OWNERS, PARTNERS AND STOCKHOLDERS: USE ADDITIONAL SHEETS IF NECESSARY.

NAME: _____ ADDRESS: _____ YRS

NAME: _____ ADDRESS: _____ YRS

NAME: _____ ADDRESS: _____ YRS

NAME: _____ ADDRESS: _____ YRS

OTHER CONTRACTING FIRM NAMES UNDER WHICH THE PRINCIPALS HAVE OPERATED, WITH FORMER ADDRESSES AND CITIES:

REFERENCES: Include NAMES, ADDRESSES, ACCOUNT NUMBERS and CONTACT PERSON

BANKS: _____

MATERIALS DEALERS including acct. #s _____

LIST THREE RECENT Energy Upgrade (Retrofit) CUSTOMERS

1. _____ Address: _____ Ph# _____

2. _____ Address: _____ Ph# _____

3. _____ Address: _____ Ph# _____

BetterBuildings Program Contractor Requirements

The undersigned-contracting firm agrees that in consideration for being placed upon the "Pre-qualified Contractors List"; s/he will comply with the following conditions on all rehabilitation work performed:

1. To use only contract forms previously approved by the City of Greensboro BetterBuildings Program.
2. That work will be performed in accordance with the City's BetterBuildings program Specifications, subject to such inspections as deemed necessary by the City.
3. That if work performed by the contractor is found to be unsatisfactory or if contract relations between the contractor, property owner, program staff, or other parties is found to be unsatisfactory, the BetterBuildings Program Manager may remove the contractor's name from the Contractor's Pre-qualified List".
4. That adequate insurance and Workers' Compensation will be provided.
5. That the contractor will abide by the Equal Opportunity provisions of the Civil Rights Act.

Insurance:

The City of Greensboro requires all contractors to carry Workers' Compensation Insurance for all of his/her employees and those of his subcontractors engaged in work at the site, in accordance with State Workers' Compensation Laws.

The contractor shall also carry the following insurance and submit proof of coverage prior to the execution of a contract. Failure to maintain the insurance at the limits required shall be grounds for removal from the "Better Buildings" program.

Comprehensive General Liability	\$1,000,000.00 per occurrence;
Bodily Injury Liability	\$ 300,000.00 per occurrence;
Property Damage Liability	\$ 300,000.00 per occurrence

The City of Greensboro BetterBuildings Program requires a Certificate of Insurance from the insurance carrier documenting current coverage for the contractor in the minimum coverage limits shown above. Certificate holder shall be:

City of Greensboro
Post Office Box 3136
Greensboro, NC 27402-3136

Other Contractor Requirements: NOTE: Please attach copies of any Certifications and Licenses to this application.

1. BPI Building Analyst and/or Resnet HERS Rater with Combustion Safety Training Module Certification
2. BPI Technical Standards or Duke Energy training (For HVAC Contractors)
3. *Proper air-sealing and insulation techniques (Insulation Contractors)
4. City of Greensboro Privilege License
5. Copy of your State of North Carolina Contractor License (if applicable)
6. Demonstrate that key staff performing Energy Efficiency Assessment work in the company possess BPI certification or comparable Resnet certification.
7. Agree that all major HVAC work will be completed by a BPI certified Heating and Cooling contractor.
8. Demonstrate as part of application that it has successfully performed Energy retrofit work. Staff experience with similar jobs may qualify as determined by the BetterBuildings program manager.

9. Demonstrate that it has not had excessive violations of Workplace Laws in the past three years, nor been debarred from bidding on public contracts by any jurisdiction in the past three years.
10. Agree to perform complete warranty service on all program retrofits, for a period of one year from date of completion of each energy upgrade retrofit.

Social Security Number (Owner or principal)

Company Tax ID Number

Firm Name

Authorized Signature

Title

City of Greensboro BetterBuildings Program

NEW CONTRACTOR AUTHORIZATION FORM

The following members of my company are authorized to sign any contracts, change orders, or other documents associated with my Company's participation in the City of Greensboro BetterBuildings Program.

_____ Owner/President	_____ Date
_____ Authorized Representative	_____ Signature
_____ Authorized Representative	_____ Signature
_____ Authorized Representative	_____ Signature
_____ Authorized Representative	_____ Signature
_____ Authorized Representative	_____ Signature

City of Greensboro BetterBuildings Program

CREDIT HISTORY RELEASE

I hereby give my consent for the City of Greensboro to request my credit history from the Credit Bureau of Greensboro for purposes of processing my application to be included on the Pre-qualified Contractors List for the City of Greensboro BetterBuildings Program.

Date: _____

Company

Address

Authorizing Signature

City of Greensboro BetterBuildings Program

BANKING HISTORY RELEASE

I hereby give my consent for the City of Greensboro to request my banking history for purposes of processing my application to be included on the Pre-qualified Contractors List for the Better Buildings Program. I understand that my balances will not be requested as part of this procedure.

Date: _____ Company _____

Name of Bank: _____ Company Address _____

Bank Address: _____ Authorizing Signature _____

Account Number: _____

Reply to:

TO: Dan Curry, AICP
Manager of Community Sustainability
City of Greensboro
Post Office Box 3136
Greensboro, NC 27402-3136

Attachment E

Data Reporting Requirements

EE assessors and contractors will be asked to provide information about each assessment and upgrade project in a format to be provided by the City. Assessors and contractors can utilize software systems already in place as long as the required data is available. The City is working on downloadable software applications to simplify this information collection and transfer process but these applications are not yet available. Following is a summary listing of currently required data. This listing is subject to change:

<i>Energy Efficiency Assessment Data</i>	<i>Energy Efficiency Upgrade Data</i>
Year constructed	Upgrade start date
Building floor space (SF)	Upgrade completion date
Date of assessment completion	Name of contractor company
Assessment firm name	Contractor certification
Assessor certification	Total upgrade job hours
Assessment software	Total upgrade invoiced cost (\$)
Assessment job hours worked	Loan amount (\$)
Assessment invoiced cost (\$)	Owner contribution (\$)
Owner contribution to assessment cost (\$)	BetterBuildings upgrade rebate amount(\$)
BetterBuildings assessment rebate amount (\$)	Amount of potential tax credits (\$)
Est. electricity saved per year (kWh)	Tax credit source
Est. % savings of kWh per year	Amount of potential rebates (\$)
Est. natural gas savings per year (therms)	Rebate source
Est. % natural gas savings per year	Amount of other leveraged funds (\$)
	Source of leveraged funds
	Installed measures, incl. model #, efficiency rating, fuel type, & modeled or estimated energy savings
	CFM50 air sealing pre & post upgrade analysis
	CFM25 duct sealing pre & post upgrade analysis
	Old equipment removed, incl. model #
	Renewable equipment installed, incl. type, cost & job hours